

1. The *(Insert Regional Administrator Governing Body's Name)* designates as its Section 3 County Business and Employment Project Area the Counties of \_\_\_\_\_ *(insert name of county/counties designated as the Regional Administrator IPR service area).*
2. The *(Insert Regional Administrator Governing Body's Name)*, its contractors, and designated third parties shall in utilizing HOME funds for Indoor Plumbing Rehabilitation Loan Program activities utilize businesses and lower income residents of the Section 3 County in carrying out all activities, to the greatest extent feasible.
3. In awarding contracts for construction, non-construction, materials, and supplies the *(insert Regional Administrator Name)*, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the Section 3 County are:
  - (a) The *(Insert Regional Administrator Governing Body's Name)* shall identify the contracts required to conduct the IPR activities.
  - (b) The *(Insert Regional Administrator Governing Body's Name)* shall identify through various and appropriate sources including:  
Section 3 County Newspaper of General Circulation  
\_\_\_\_\_  
\_\_\_\_\_
4. The *(Insert Regional Administrator Governing Body's Name)* and its contractors and subcontractors shall take the following steps to encourage the hiring of lower income persons residing in the Section 3 County:
  - (c) The identified contractors and suppliers shall be included on bid lists used to obtain bids, quotes or proposals for work or procurement contracts which utilize IPR funds.
  - (d) To the greatest extent feasible the identified business and any other project area business concerns shall be utilized in activities which are funded with IPR.

The business concerns within the Section 3 County which are likely to provide construction contracts, non-construction contracts, materials, and services which will be utilized in the activities funded through the IPR Program.

- (a) The *(Insert Regional Administrator Governing Body's Name)* in consultation with its contractors (including design professionals) shall ascertain the types and number of positions for both trainees and employees which are likely to be used to conduct IPR activities.
  - (b) The *(Insert Regional Administrator Governing Body's Name)* shall advertise the availability of such positions with the information on how to apply through the following sources:
    - Project Area Newspaper of General Circulation
    - \_\_\_\_\_
    - \_\_\_\_\_
  - (c) The *(Insert Regional Administrator Governing Body's Name)*, its contractors, and subcontractors shall be required to maintain a record of inquiries and applications by project area residents who respond to advertisements, and shall maintain a record of the status of such inquiries and applications.
  - (d) To the greatest extent feasible, the *(Insert Regional Administrator Governing Body's Name)*, its contractors, and subcontractors shall hire lower income project area residents in filling training and employment positions necessary for implementing activities funded by IPR.
5. In order to document compliance with the above affirmative actions and Section 3 of the *Housing and Community Development Act of 1968*, the *(Insert Regional Administrator Governing Body's Name)* shall keep, and obtain from its contractors and subcontractors, *Registers of Contractors, Subcontractors and Suppliers* and *Registers of Assigned Employees* for all activities funded by IPR. Such listings shall be completed and shall be verified by site visits and employee interviews, crosschecking of payroll reports and invoices, and through audits if necessary.

*[Instructions: Publish as a display advertisement in the local paper's non-legal section.]*

*(Insert Regional Administrator's name)* is preparing to carry out the Indoor Plumbing Rehabilitation Program through the use of federal HOME grant Funds. In the implementation of this project the following job types may be available:

*(Insert List of Job Classifications to be used during project here)*

In carrying out this project *(Insert Regional Administrator's name)*, its contractors and subcontractors will, to the greatest extent feasible, will utilize qualified persons who permanently reside within *(Insert the Section 3 County's name here)* for employment and training positions.

All job openings will be listed with the local office of the Virginia Employment Commission. Persons qualified for the jobs listed should register at the following location:

*(Insert Name and Address of local VEC Office or Other Location if appropriate)*

Additionally, the following contracts and procurements will/may be made:

*Insert list of construction, non-construction, and service contracts to be procured during the project.*

*Insert list of construction subcontracts, major, specific equipment and general types of materials to be used during the project.*

*(Insert Regional Administrator's name)* will, to the greatest extent feasible, use businesses located in and owned by persons residing in *(Insert the Section 3 County's name here)*.

Any person residing or firm located in the above named localities may request to participate in procurement opportunities associated with this project by contacting the following person within ten (10) days of this notice.

*Name of Designated Official*

*Address*

*Regional Administrator Phone Numbers*

*Virginia Relay: 711*

*Regional Administrator Fax Number*

Written requests should include the name, address, product or service and phone number.

All above-referenced procurements will be made on a competitive basis. The names of businesses who respond to this notice will be included on procurement lists for this project. Names of job seekers will be given to contractors.